



(Changes are in **bold, underlined and italicized text** below to enable vendors to quickly recognize changes in paragraphs and/or wording).

ADDENDUM #2

RFP-2022-NHH-03-PSYCH
Psychiatric and Medical Services

On July 30, 2021, the New Hampshire Department of Health and Human Services published a Request for Proposal to solicit proposals from qualified vendors for the provision of psychiatric and medical services at New Hampshire Hospital, the planned New Hampshire Forensic Hospital, and Glenclyff Home.

The Department is publishing this addendum to:

1. Modify Section 2., Background, to read:

The Department of Health and Human Services is the largest state government agency in New Hampshire and is responsible for the health, safety and well-being of the citizens of New Hampshire. The Department provides services for children, adults, and families, and administers various programs throughout New Hampshire. These services are provided via contracts or partnerships with families, community groups, private providers, other state and local government entities, and many citizens throughout the state. The Department also makes behavioral health services available through community mental health centers and institutions such as New Hampshire Hospital and Glenclyff Home.

New Hampshire Hospital (NHH) is a tertiary psychiatric hospital with approximately 184 beds dedicated to providing acute psychiatric care for citizens of New Hampshire. NHH is the only Institute for Mental Disease (IMD) for adults in New Hampshire and offers forensic, geriatric, and general psychiatric care, along with medical management of chronic conditions.

The majority of individuals are admitted to NHH on an involuntary basis because they have been found to be dangerous to themselves or others as the result of a mental illness. A much smaller number are admitted voluntarily for the same reasons. NHH works closely with the community mental health center system and advocates for and provides services that support an individual's recovery.

The following table outlines the unit types that comprise New Hampshire Hospital and associated bed counts:

<u>Unit Type</u>	<u>Maximum beds per unit</u>	<u>Number of units</u>	<u>Total bed capacity</u>
<u>General admission units (C, D, E, F, G Units)</u>	<u>24</u>	<u>5</u>	<u>120</u>
<u>Geriatric unit (I & J unit)</u>	<u>38</u>	<u>1</u>	<u>38</u>
<u>Inpatient stabilization unit (ISU)</u>	<u>10</u>	<u>1</u>	<u>10</u>
<u>Forensic unit at NHH (H unit)</u>	<u>24</u>	<u>1</u>	<u>24</u>



<u>Total Bed Capacity</u>			<u>192</u>
<u>Realistic Bed Capacity</u>			<u>184</u>

New Hampshire Forensic Hospital (NHFH) is a planned 25-bed inpatient forensic psychiatry facility that is anticipated to be built by June 2023. NHFH will be geographically co-located and attached to NHH and will offer highly specialized programming to treat individuals who are deemed not guilty by reason of insanity, incompetent to stand trial, or have other forms of civil commitment and require inpatient psychiatric treatment.

Glenclyff Home is a 120-bed psychiatric long-term care facility that offers care to a wide array of primarily geriatric citizens who have specialized long-term psychiatric care needs. Glenclyff Home is often a discharge location for geriatric patients who have been previously stabilized at NHH.

New Hampshire Hospital, Glenclyff Home, and, upon completion, New Hampshire Forensic Hospital comprise the State's Inpatient Mental Health System, overseen by the Chief Executive Officer of the of the Inpatient Mental Health System (the "CEO").

2. **Modify Section 3., Statement of Work, Subsection 3.1., Paragraph 3.1.3., by adding Subparagraph 3.1.3.1., to read:**

3.1.3.1. Standard work schedules for full-time personnel at each facilities are Monday through Friday from 8:00am to 4:00pm. However, the selected Vendor will ensure the care needs of patients are fully addressed by modifying the number of hours per week worked by FTE and/or Part-Time FTE staff, as requested by the Department.

3. **Modify Section 3., Statement of Work, Subsection 3.2., Paragraph 3.2.21., Subparagraph 3.2.21.4., to read:**

3.2.21.4. A minimum of (1) full-time equivalent Staff Psychiatrist **certified in forensics** will be dedicated to provide services to the NHH forensic unit, which will not exceed a 24:1 patient-to-provider ratio.

4. **Modify Section 3., Statement of Work, Subsection 3.2., Paragraph 3.2.36., Subparagraph 3.2.36.7., to read:**

3.2.36.7. Forensic Psychologists

The selected Vendor will provide a minimum of two (2) full-time equivalent Forensic Psychologists at NHFH to aid in serving patients deemed not guilty by reasons of insanity, incompetent to stand trial, or other civilly committed patients whom require inpatient psychiatric treatment as follows:

- 3.2.36.7.1. One (1) Forensic Psychologist **anticipated to begin providing services between January 2022 and June 2022**, including, but not limited to:
 - a. Aiding in the design and operational planning for NHFH;
 - b. Developing workflows and policies for NHFH;



- c. Assist in ensuring regulatory readiness for NHFH;
- d. Supporting TJC accreditation process for NHFH; and
- e. Upon commencement of services at NHFH, serving patients deemed not guilty by reasons of insanity, incompetent to stand trial, or other civilly committed patients whom require inpatient psychiatric treatment.

3.2.36.7.2. One (1) Forensic Psychologist **anticipated to begin providing** services to patients **between July 2023 – December 2023.**

5. Modify Section 3., Statement of Work, Subsection 3.2., Paragraph 3.2.36., Subparagraph 3.2.36.10., to read:

3.2.36.10. Behavioral Analyst

The selected Vendor will provide a minimum of one (1) full-time equivalent **Board Certified Behavior Analyst (BCBA)** to provide services to NHFH beginning in State Fiscal Year 2023. The responsibilities of the Behavioral Analyst will include, but are not limited to:

- 3.2.36.10.1. Coordinating and providing services in applied behavioral analysis, function analyses and assessment, behavior acquisition and reduction procedures, and adaptive life skills.
- 3.2.36.10.2. Providing ongoing support to clinical staff as it relates to the implementation and documentation associated with behavior plans.
- 3.2.36.10.3. Assisting in the development and implementation of assessment tools, conducting functional assessments and analyses when appropriate, and developing appropriate behavior strategies to teach appropriate behavior and reduce maladaptive behaviors.
- 3.2.36.10.4. Providing ongoing support and training to direct care professionals, clinical staff and other individuals, including, but not limited to, patients' guardians, as needed.

6. Modify Section 3, Statement of Work, Subsection 3.4. Additional Requirements – All Service Areas, Paragraph 3.4.6., to read:

3.4.6. In the event of a healthcare system emergency, **as determined by the Department**, including but not limited to a local epidemic, pandemic, facility closures, or mass-quarantine in which additional staffing or resources are required due to a surge of individuals requiring services, the selected Vendor(s) may also be required to adjust the total number of staff, both full-time and part-time, to fully address the care needs of patients. **In the event of a healthcare emergency:**

3.4.6.1. The Department will collaborate with the selected Vendor(s) to provide additional staffing as needed, including in the form of locums staffing;



3.4.6.2. Payment for additional staffing would be invoiced directly to the Department upon incurring costs over and above the approved contract price limitation for the first 6 months of the healthcare emergency, without the need for an immediate contract amendment; and

3.4.6.3. The Department will work with the selected Vendor(s) draft a contract amendment, should the healthcare emergency continue beyond a 6-month period.

7. Modify Section 3., Statement of Work, Subsection 3.5., Technical Proposal Responses, Paragraph 1, Subparagraph b., to read:

- b. Provide a resume or curricula vitae for any proposed candidates who are currently employed or in the process of being hired by the vendor. Personal information, including addresses, telephone numbers, and email addresses, must be redacted.
Vendors may redact first and last names of proposed candidates from resumes.

8. Modify Section 7., Proposal Outline and Requirements, Subsection 7.2., Paragraph 7.2.1., to read:

7.2.1. Proposal Contents – Outline

Proposers must submit separate electronic files for the following proposal contents, in the order described in this section.

<u>General Contents (submit only once)</u>	<u>7.2.2. Transmittal Cover Letter</u>
	<u>7.2.3. Table of Contents</u>
	<u>7.2.4. Executive Summary</u>
	<u>7.2.5. Description of Organization</u>
	<u>7.2.6. Affiliations – Conflict of Interest</u>
	<u>7.2.9. Proposer's References</u>
	<u>7.2.10. Subcontractor Letters of Commitment (if applicable)</u>
	<u>Appendix B, Contract Monitoring Provisions</u>
<u>Technical and Cost Proposal (submit one for each Service Area for which you proposing to provide services)</u>	<u>Appendix C, CLAS Requirements</u>
	<u>7.2.7. Appendix D – Technical Proposal Narrative (including required attachments)</u>
	<u>7.2.8. Appendix E – Staffing List (complete tabs for each Service Area for which you proposing to provide services)</u>